

8 April 2010

Dear Parents

**RE: Middle School Student Class Placement Guidelines**

An area of importance for all of us is the placement of students in homerooms at the beginning of each school year. We are providing these guidelines for you in order to communicate the process that we follow and the appropriate ways for parents to provide input to us. When creating our classes we must take into account a number of important factors based on both school policy and professional judgment. These include: class size, class composition, formal support program needs, and individual student learning needs.

1. We cannot accept requests for specific teachers, placement with specific friends and so forth. We will consider parent input regarding the particular needs of their child as we create classes. We use a standard form for this input. The optional parental input forms (available in the MS Office), if parents desire to use them, should be returned to counselors at least two weeks before the end of school. Information from these forms will be considered in the class placement process in conjunction with all of the other information and factors involved.
2. Prior to the opening of school, counselors, in consultation with the administration, will create balanced classes and teams for each grade, based on consultation with fifth grade teachers, elementary counselors, support teachers, review of student records, parental input, and other pertinent information.
3. On the first day of school, homeroom placements will be published and displayed at the middle school entrance. Because we continue to process new student information affecting classroom placements in the days immediately before school starts, prior publishing of the lists would be premature.
4. Often students are not placed in classes with a preferred teacher or friend. With the support of all of us, they soon make new friends, adjust to new circumstances, and find new opportunities in these classes that they didn’t expect. Learning to make these adjustments is one of the valuable lessons a student learns in school. We will always be available to support students in these adjustments that are a part of their educational experience.

We endeavor to create our classes in the best possible way for all of our students. We appreciate your support to that end.

Sincerely,

Dale Cox Jack Raven

Middle School Principal Assistant Principal